

FRESNO, CALIFORNIA
CLASS SPECIFICATION

SENIOR ENGINEERING TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Engineering Technician is the third level in a four level Engineering Support series. Incumbents are responsible for serving as a lead and performing complex paraprofessional work in support of engineering and/or project management activities, serving as a technical resource in area of assignment, and developing and recommending work procedures.

The Senior Engineering Technician is distinguished from the Engineering Technician by its responsibility for training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor. The Senior Engineering Technician is distinguished from the Supervising Engineering Technician by its first-line supervisory responsibilities.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Serves as a lead worker to other employees, which includes: assisting with prioritizing and assigning work; determining completion of work; and training staff on work methods.
2. Performs complex technical engineering support tasks and assisting in a variety of engineering projects which, depending on assignment, may include: utilizing computer-aided design (CAD) or related software in design activities; reviewing and analyzing permits, applications, entitlements, maps, deeds, site plans and/or other related items for compliance with specified standards; preparing final design drawings, conceptualizing designs and preliminary layouts; assisting with final inspections and acceptance of engineering projects; updating City information in GIS system; participating in engineering designs and performing related calculations; estimating project quantities; preparing change orders; preparing cost estimates for projects; reviewing street light plans; coordinating construction activities and serving as a liaison for construction projects; assisting in resolving engineering-related problems; and performing other related activities.
3. Drafts and finalizes engineering designs utilizing Computer Aided Drafting (CAD) and/or other related software; creates a variety of exhibits, including maps, drawings, renderings, photo layouts, and/or other applicable displays.

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10%

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Daily
25%

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Daily
15%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
4.	Receives and responds to requests for service received from internal departments and/or the public regarding a variety of technical issues in assigned area of responsibility; performs investigations and makes recommendations regarding the resolution of identified problems.	Daily 15%
5.	Prepares, completes, and maintains a variety of forms, reports, correspondence, engineering design drawings, contract documents, project lists, and/or other related items.	Daily 5%
6.	Assists internal staff and customers with requests for information regarding division operations, processes, policies, and procedures.	Daily 5%
7.	Creates and maintains engineering related databases and automated systems.	Daily 5%
8.	Participates in engineering studies related to assigned area of responsibility.	Weekly 10%
9.	Participates in a variety of meetings, work groups, and/or other related groups in order to receive and convey information.	Weekly 5%
10.	May participate in preparing contract documents associated with assigned projects.	Varies 0 – 5%
11.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and college level coursework in a related field and four years of experience in a specific area of Construction, Surveying, Engineering Technology, or other related engineering support experience are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License

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Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Mathematical concepts;
- Engineering maps, records, symbols, and nomenclatures;
- Engineering terminology in assigned area of responsibility;
- Advanced technical engineering principles in assigned area of responsibility;
- Applicable Federal, State, and local laws, codes, ordinances, rules, and regulations;
- Engineering principles and practices.

Skills (position requirements at entry):

Skill in:

- Training employees in proper work methods;
- Performing complex technical engineering work;
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Preparing and performing mathematical calculations
- Providing customer service;
- Reading and interpreting engineering maps, plans, deeds, entitlements, plats, and/or other applicable records;
- Safely operating and maintaining applicable tools and equipment
- Using computers and applicable software applications including Auto/CAD software;
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Evaluating concepts and principles related to engineering practices
- Priorizing and assigning work
- Independent decision making

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Deleted: <#>Using and caring for applicable tools, equipment, and vehicles;¶

Deleted: <#>Utilizing AutoCAD software;¶

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 11/2007